

Adrienne Combre-Kirkland

(b) (6)

Experience: 2/87 to Present

Internal Revenue Service  
4800 Buford Hwy  
Chamblee, GA 30341

Personnel Action Clerk 10/97 to 4/99

- Input information from the SF-50
- Determining whether employee was eligible for health care benefits
- Determine when employee were entitled for a within grade due to lwop
- Making sure employee fingerprints had a signature
- Reviewing employee service computation date

(Lead) Civilian Pay Technician 4/92 to 10/97

- Answer complex questions
- Traveling to different IRS office (instate and outstate) teaching basic payroll
- Preparing employees performance appraisal
- Leave bank coordinator
- Apply the rules and regulations
  1. In lieu of holiday for compressed work schedule
  2. Annual and sick leave
  3. Administrative leave
  4. Sunday premium, night differential, holiday, compensatory time, credit hours
  5. Part-time employees
  6. Full-time employees
  7. Wage grade
  8. FECA (Federal Employee Compensation Act)
  9. FLSA (Fair Labor Standard Act)

Civilian Pay Technician 7/87 to 4/91

- Answer complex questions
- Leave bank coordinator
- Apply the rules and regulations
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**Data Transcriber 5/87 to 6/87**

- Transcribe or verified both alphabetic and numeric data from high volume
- Entered information from tax returns
- Determine final accuracy of the data before inputting into the system
- I was able to correct code and edit errors (such as processing documents long or short entities, correcting major city codes or spelling of cities, and illegible remittance amounts)
- Knowledge knowing the different type of tax returns

**Mail Processing Equipment 2/87 to 5/87**

- Set up machine for operation making routine adjustments to operate and feed mechanisms
- Insures the proper documents are being inserted according to job order
- Performs such maintenance duties as cleaning and oiling machines



**OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612**

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement <b>Personnel Assistant</b>	2 Grade(s) applying for <b>GS-203-6</b>	3 Announcement number <b>MP2-01-385</b>
4 Last name <b>Kirkland</b>	First and middle names <b>Adrienne Yvett</b>	5 Social Security Number <b>(b) (6)</b>
6 Mailing address <b>(b) (6)</b>	7 Phone numbers (include area code) <b>(b) (6)</b>	

**WORK EXPERIENCE**

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job title (if Federal, include series and grade) <b>Personnel Clerk GS-203-5</b>			
From (mm/yy) <b>10/97</b>	To (mm/yy) <b>4/99</b>	Salary <b>\$</b>	per <b></b>
Employer's name and address <b>Internal Revenue Service 401 W. Peachtree Street</b>		Hours per week <b>40</b>	
Supervisor's name and phone number <b>Paige Goss (404) 338-7250</b>			
Describe your duties and accomplishments <b>I screen incoming work, identify and help resolve discrepancies and errors. I maintain reference materials and compile reports. I also maintain control records for correspondence and work assignments, establish and follow up on suspense date. I assist classifier in finding reference materials and create a log book for abolish position.</b>			

2) Job title (if Federal, include series and grade)			
From (mm/yy)	To (mm/yy)	Salary <b>\$</b>	per <b></b>
Employer's name and address		Hours per week	
Supervisor's name and phone number <b>( )</b>			
Describe your duties and accomplishments			

**GENERAL INFORMATION**Optional Form 612 (September 1994) (EG)  
U.S. Office of Personnel Management

You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 812-757-3600, TDD 812-744-2299, by computer modem 812-757-3100, or via the Internet at <http://www.usajobs.opm.gov>.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees). Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1950, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Designed using Adobe Acrobat, USOPM, Apr 1996





# **PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

9 The Office of Personnel Management and Federal agencies use applicants for Federal jobs under the authority of sections 3301, 3304, 3326, 3361, 3363, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

10 We request your Social Security Number (SSN) under the authority of Executive Order 12812 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

11 If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

12 We may give information from your records to training facilities, organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulations; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition

and records; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Regulation, and congressional offices in connection with their official functions.

13 We may also give information from your records to prospective nonfederal employers concerning letters of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted on Government or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-initiated disability retirement procedures.

14 We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden, to U.S. Office of Personnel Management, Reports and Forms Management Office, Washington, DC 20415-0001.

15 Send your application to the agency announcing the vacancy.

9 May we contact your current supervisor?

YES ☒ NO ☐ If we need to contact your current supervisor before meeting an offer, we will contact you first.

## **EDUCATION**

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.  
Columbia High School Decatur, Ga 30032 06/84

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name	Total Credits Earned		Major(s)	Degree - (if any)	Year Received
	Semester	Quarter			
1) Clark College			Accounting		
City Atlanta	10				
State GA					
2) Stillman College			General Studies		
Tuscaloosa	18				
AL					
3)					

## **OTHER QUALIFICATIONS**

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

Job relating courses: Basic Classification 2000 Secretarial CPE 1998 Personnel Processing Training 1995  
Basic Instructor Class 1992

Job relating skills: Basic Sign Language 1992  
Computer: Lan Network, Microsoft Outlook, Internet Explorer, Word, Excel, Window

Job relating certified: National Office Instructor Cadre 1992

Job relating awards: Ten Years of Service 1997 Quality Step Increase 1995 & 1992  
Silver Award 1991 Manager's Award 1991 & 1989

## **GENERAL**

14 Are you a U.S. citizen? (b) (6) Give the country of your citizenship.

15 Do you claim veterans' preference? (b) (6) Mark your claim of 5 or 10 points below.  
5 points ☐ Attach your DD 214 or other proof. 10 points ☐ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee?  
NO ☐ YES ☒ For highest civilian grade given:

Series	Grade	From (year)	To (year)
203	06	4-92	Now

17 Are you eligible for reinstatement based on career or career-conditional Federal status?  
NO ☐ YES ☐ If requested, attach SF 50 proof.

## **APPLICANT CERTIFICATION**

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

Adrienne K. [Signature]

DATE SIGNED

3/29/01



## **Knowledge, Skills and Ability**

### **1. Knowledge of staffing and classification procedures, policy and regulations.**

I have the basic knowledge for position classification. Classification is using the Family Series 200. Classification has the General Schedule and Wage Grade Schedule.

There are nine factors when you are classifying a position.

Factor 1 Knowledge required by the position

Factor 2 Supervisory Controls

Factor 3 Guidelines

Factor 4 Complexity

Factor 5 Scope & Effect

Factor 6 Personal Contacts

Factor 7 Purpose of Contacts

Factor 8 Physical Demands

Factor 9 Work Environment

Management in our office has delegating authority.

### **2. Knowledge of personnel actions, processing rules and procedures.**

My past position as a Personnel Actions Clerk for the Internal Revenue Service; I processed several nature of action codes with authority codes. The rules and regulations manual the Internal Revenue Service uses the Federal Personnel Management book.

100 Career or Career Conditional depending of their appointment

500 Career of Career Conditional depending of their appointment

117 Summer Appointment NTE (date)

517 Conv to Summer Appointment NTE (date)

702 Promotion

703 Promotion NTE (date)

520 Reassignment

All health insurance, life insurance, thrift saving plan and incentive awards are paying document.

To add a newborn to your health insurance the effective dates the birth of the baby. If you like to cancel your health insurance the effective date is the next pay period. To change to a different health carrier is only during open season. Only new enrollees have the option of the life insurance plan. During the open season for FELGLI changes can be made.



Thrift savings plan has contribution rules for FERS and CSRS employees, open season dates and election period dates.

FERS employee's agency automatic contributes 1%. Employee can contribute 10% of basic pay maximum, IRS elective yearly deferral limit and always vested.

CSRS employee contributions 5% of basic pay maximum and always vested no agency automatic 1% contributions and no matching contribution.

OPEN SEASONS	ELECTION PERIOD	EFFECTIVE
May 15-July 31	July 1-July 31	First full pay period
Nov 13-Jan 31	Jan 1- Jan 31	First full pay period in Jan

3. I used the FPM (Federal Personnel Management) to use in processing actions, IRM (Internal Revenue Manual) to and questions pertaining to time and attendance and the GS (Graduate School, USDA) for the rules and regulation with classification.
4. Skill in oral communication.

I dealt with customer service on a daily basis either by e-mail or just talking to them on the telephone. Customer's request for a position description to be faxed or e-mail to them. I received numerous call from customers and management giving them great customer service.